

CPD 15 / MAINTENANCE/ 2021

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT
Tel.: 2686369 Fax: 2662329

**MAINTENANCE OF DESKTOP COMPUTERS, PRINTERS, UPS, FAX
MACHINES**

Tender / Bid Closing and Opening Date and Time: 15.02.2022 @ 10.00 am

PART I
(For office use only)

Name of the Firm: -

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Receipt No.: -

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.....

Issuing Officer

Date: -.....



PART II
(To be filled by the Tenderer)

1. Name of the Tenderer / Bidder :

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2. Business Address

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3. Telephone Numbers :

9 Email Number :

4. Fax Numbers :

5. Business/ Company

Registration No :

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6. VAT Registration No :

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7. Tender / Bid Security (Bond No) :

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8. Bank :

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9. Tender / Bid Security (Bond No) Amount :

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PART III**Price Schedule****1. Public Health Department - Desktop Computer**

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|-----------|---|------------|--------------------|-------------------------------------|---------------|----------------------------------|--|
| 01 | DELL-OptiPlex 3020 | 01 | Account Division | | | | |
| 02 | HP-Pro 3330 M.T | 01 | Account Division | | | | |
| 03 | HP-Pro 3330 M.T | 01 | Account Division | | | | |
| 04 | HP-Pro 3130 M.T | 01 | Account Division | | | | |
| 05 | GIGABYTE-Assemble | 01 | Account Division | | | | |
| 06 | HP-Pro 400 | 01 | Account Division | | | | |
| 07 | HP-Pro 400 | 01 | Account Division | | | | |
| 08 | HP-Pro 400 | 01 | Account Division | | | | |
| 09 | DELL-OptiPlex 3020 | 01 | Accountant Room | | | | |
| 10 | DELL-OptiPlex 3020 | 01 | Accountant Room | | | | |
| 11 | PC GLOBLE-Assemble | 01 | Salary Room | | | | |
| 12 | GIGABYTE-Assemble | 01 | Sickness Scheme | | | | |
| 13 | HP-Pro 3330 M.T | 01 | MA / CC Room | | | | |
| 14 | HP-Pro 400 | 01 | Inventory Division | | | | |

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|----|--------------------|----|--------------------|--|--|--|--|
| 15 | ASUS-Assemble | 01 | Inventory Division | | | | |
| 16 | HP-Pro 3330 M.T | 01 | Leave Division | | | | |
| 17 | HP-Pro 400 | 01 | Leave Division | | | | |
| 18 | HP-Pro 400 | 01 | Leave Division | | | | |
| 19 | SYMBOL -Assemble | 01 | Leave Division | | | | |
| 20 | HP-Pro 400 | 01 | A/O Room | | | | |
| 21 | HP-Pro 3330 M.T | 01 | Admin Division | | | | |
| 22 | DELL-Optiplex 3020 | 01 | Admin Division | | | | |
| 23 | DELL-Optiplex 3020 | 01 | Admin Division | | | | |
| 24 | DELL-Optiplex 3020 | 01 | Admin Division | | | | |
| 25 | HP-Pro 3330 M.T | 01 | Admin Division | | | | |
| 26 | HP-Pro 3330 M.T | 01 | Admin Division | | | | |
| 27 | HP-Pro 400 | 01 | Admin Division | | | | |
| 28 | HP-Pro 400 | 01 | Admin Division | | | | |
| 29 | HP-Pro 400 | 01 | A/S Room | | | | |
| 30 | HP Compaq-pro 6300 | 01 | DCMOH Room | | | | |
| 31 | HP-Pro 3330 M.T | 01 | CMOH Secretary | | | | |
| 32 | HP-Pro 3330 M.T | 01 | CMOH Room | | | | |

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|----|------------------------|----|-------------------------|--|--|--|--|
| 34 | HP-Pro Desk 600 | 01 | Project Division | | | | |
| 35 | DELL-Optiplex 380 | 01 | Project Division | | | | |
| 36 | HP-Pro Desk 600 | 01 | Project Division | | | | |
| 37 | HP-Pro 400 | 01 | Project Division | | | | |
| 38 | DELL-T5600 | 01 | Project Division | | | | |
| 39 | DELL-Optiplex 3020 | 01 | Record Room | | | | |
| 40 | DELL (Lap)-Vostro 1520 | 01 | MCH (Maradana) | | | | |
| 41 | HP-Pro 3330 M.T | 01 | MCH (Maradana) | | | | |
| 42 | SYMBOL -Assemble | 01 | MCH (Maradana) | | | | |
| 43 | HP-Pro 400 | 01 | MCH (Maradana) | | | | |
| 44 | HP-Pro 400 | 01 | MCH (Maradana) | | | | |
| 45 | HP(Lap)-Pavilion | 01 | MCH (Maradana) | | | | |
| 46 | HP-Pro 400 | 01 | MCH (Maradana) | | | | |
| 47 | HP-Pro 400 | 01 | MCH (Wellawaththa) | | | | |
| 48 | HP-Pro 400 | 01 | MCH (Kirula) | | | | |
| 49 | HP-Pro 400 | 01 | MCH (New Bazar) | | | | |
| 50 | HP-Pro 400 | 01 | MCH (Jinthupitiya) | | | | |
| 51 | HP-Pro 400 | 01 | MCH (Bandaranayaka Mw.) | | | | |

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|----|------------------------|----|------------------------------------|--|--|--|--|
| 52 | HP-Pro 400 | 01 | MCH (Forbes Rd.) | | | | |
| 53 | HP-Pro | 01 | MCH (Slave Island) | | | | |
| 54 | HP-Pro 400 | 01 | MCH (Mohideen Masjid Mw.) | | | | |
| 55 | HP-Pro 400 | 01 | MCH (Maligawatta Place.) | | | | |
| 56 | HP-Pro 400 | 01 | MCH (Kuppiyawatta) | | | | |
| 57 | HP-Pro 400 | 01 | MCH (Borella) | | | | |
| 58 | HP-Pro 400 | 01 | MCH (Wasala Rd.) | | | | |
| 59 | HP-Pro 400 | 01 | MCH (Modara) | | | | |
| 60 | HP-Pro 3330 M.T | 01 | MCH (Kirulapana) | | | | |
| 61 | HP-Pro 3330 M.T | 01 | Child Resource Center (Nagaswatta) | | | | |
| 62 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 63 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 64 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 65 | Toshiba-Satellite L736 | 01 | C R C (Nagaswatta) | | | | |
| 66 | Toshiba-Satellite L736 | 01 | C R C (Nagaswatta) | | | | |
| 67 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 68 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 69 | HP-Pro 3300 M.T | 01 | C R C (Nagaswatta) | | | | |

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| 70 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 71 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 72 | HP-Pro 3330 M.T | 01 | C R C (Nagaswatta) | | | | |
| 73 | HP-Pro 600 GT | 01 | MOH - D2B (Maradana) | | | | |
| 74 | NEC-J ML - H | 01 | MOH - D2B (Maradana) | | | | |
| 75 | HP-Pro 3330 MT | 01 | MOH - D2B (Maradana) | | | | |
| 76 | HP-Pro 400 | 01 | MOH - D2B (Maradana) | | | | |
| 77 | Delux-Assemble | 01 | MOH - D5 (Wellawatta) | | | | |
| 78 | HP-Pro 400 | 01 | MOH - D5 (Wellawatta) | | | | |
| 79 | HP-Pro 400 | 01 | MOH - D5 (Wellawatta) | | | | |
| 80 | DELL-Optiplex 3020 | 01 | MOH-D4 (Chiththra Lane .) | | | | |
| 81 | Tech Pro-Assemble | 01 | MOH-D4 (Chiththra Lane .) | | | | |
| 82 | ACER-Lap Aspire E15 | 01 | MOH-D4 (Chiththra Lane .) | | | | |
| 83 | Digital-Assemble | 01 | MOH - D1 (New Bazar) | | | | |
| 84 | HP-Pro 400 | 01 | MOH-D1(New Bazar) | | | | |
| 85 | NEC-Mete | 01 | MOH-D1(New Bazar) | | | | |
| 86 | GIGABYTE-Assemble | 01 | MOH-D3 (Camble) | | | | |
| 87 | HP-Pro 3330 | 01 | MOH-D3 (Camble) | | | | |

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|-----|--------------------|----|------------------------|--|--|--|--|
| 88 | HP-Pro 400 | 01 | MOH-D3 (Camble) | | | | |
| 89 | HP-Pro 6300 | 01 | MOH-D2 A (Jinthupiti) | | | | |
| 90 | NEC-Mete | 01 | Pest Control (Maligak) | | | | |
| 91 | HP-Pro 400 | 01 | Pest Control (Maligak) | | | | |
| 92 | Acer-Veriton | 01 | CA LAB (Maradana) | | | | |
| 93 | Acer-Veriton | 01 | CA LAB (Maradana) | | | | |
| 94 | DELL-Optiplex 380 | 01 | CA LAB (Maradana) | | | | |
| 95 | Acer-Veriton | 01 | CA LAB (Maradana) | | | | |
| 96 | GIGSBYE-Assemble | 01 | CA LAB (Maradana) | | | | |
| 97 | Ccivo-Assemble | 01 | Health Education | | | | |
| 98 | Symbol-Assemble | 01 | Health Education | | | | |
| 99 | DELL-Vostro | 01 | CM Lab (Maradana) | | | | |
| 100 | DELL-Optiplex 380 | 01 | CM Lab (Maradana) | | | | |
| 101 | Asus-Assemble | 01 | CM Lab (Maradana) | | | | |
| 102 | DELL-Vostro | 01 | CM Lab (Maradana) | | | | |
| 103 | DELL-Optiplex 380 | 01 | CM Lab (Maradana) | | | | |
| 104 | HP-Pro 3330 | 01 | CM Lab (Maradana) | | | | |
| 105 | DELL-Optiplex 7010 | 01 | CM Lab (Maradana) | | | | |

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| 106 | HP-Compaq Dx2700 | 01 | CM Lab (Maradana) | | | | |
| 107 | Symbol-Assemble | 01 | CM Lab (Kirula) | | | | |
| 108 | HP-Assemble | 01 | CM Lab (Kirula) | | | | |
| 109 | DELL-Optiplex 380 | 01 | CM Lab (New Bazar) | | | | |
| 110 | -Assemble | 01 | CM Lab ((Jinthupitiy) | | | | |
| 111 | DELL-Optiplex 7010 | 01 | CM Lab (Maradana) | | | | |
| 112 | DELL-Optiplex 2101 | 01 | CM Lab (Slave Island) | | | | |
| 113 | Lenovo-Think Center | 01 | CM Lab (Slave Island) | | | | |
| 114 | Ewis -Pro 7800 | 01 | Project Division | | | | |
| 115 | Ewis -Pro 7800 | 01 | Borella Cemetry | | | | |
| 116 | Ewis -Pro 7800 | 01 | Account Division | | | | |
| 117 | Ewis -Pro 7800 | 01 | Account Division | | | | |
| 118 | Ewis -Pro 7800 | 01 | C.M.O.H. Secretary | | | | |
| 119 | Lenovo-Think Station | 01 | C.M.O.H. | | | | |
| 120 | Ewis -Pro 7800 | 01 | C.P.H.I. Office | | | | |
| 121 | Ewis -Pro 7800 | 01 | Administration | | | | |
| 122 | Ewis -Pro 7800 | 01 | Administration | | | | |
| 123 | Ewis -Pro 7800 | 01 | Administration | | | | |
| 124 | HP-Pro 400 | 01 | Inventory Division | | | | |

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| 125 | Ewis -Pro 7800 | 01 | Inventory Division | | | | |
| 126 | HP-Pro 400 | 01 | Project Division | | | | |
| 127 | Lenovo-Think Station | 01 | Project Division | | | | |
| 128 | Lenovo-Think Station | 01 | Project Division | | | | |
| 129 | Ewis -Pro 7800 | 01 | Project Division | | | | |
| 130 | Ewis Pro 7800 | 01 | Project Division | | | | |
| 131 | Ewis -Pro 7800 | 01 | Project Division | | | | |
| 132 | Lenovo-Think Station | 01 | Project Division | | | | |
| 133 | Ewis -Pro 7800 | 01 | Account Division | | | | |
| 134 | Ewis -Pro 7800 | 01 | Account Division | | | | |
| 135 | Ewis -Pro 7800 | 01 | CC Room | | | | |
| 136 | Ewis -Pro 7800 | 01 | MOH D-1 (New Bazar) | | | | |
| 137 | HP-Pro 400 | 01 | MOH D-3 (camble) | | | | |
| 138 | Ewis -Pro 7800 | 01 | MCH (maradana) | | | | |
| 139 | HP-Pro 400 | 01 | MOH D-2 (maradana) | | | | |
| 140 | Ewis -Pro 7800 | 01 | CA Lab (maradana) | | | | |
| 141 | Dell-Optiplax 7010 | 01 | CM Lab (maradana) | | | | |
| 142 | Ewis -Pro 7800 | 01 | MOH D-5 (Chithra Lane) | | | | |

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| 143 | Lenovo-Think Station | 01 | MOH D-2A (wellawatta) | | | | |
| 144 | HP-Pro 3330 | 01 | MOH D-2A (Jinthupitiya) | | | | |
| 145 | Ewis -Pro 7800 | 01 | P.C.O. (maligakanda) | | | | |

2. Public Health Department - Printers

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|----|---------------------------------|-----|------------------|-----------------------------|--------|--------------------------|---|
| 1. | HP- L .J. Pro 400 | 01 | Account Division | | | | |
| 2. | Samsung Pro.M3320ND | 01 | Account Division | | | | |
| 3. | Samsung - Pro.M3320ND | 01 | Account Division | | | | |
| 4. | LEXMARK - E 250dn | 01 | Account Division | | | | |
| 5. | HP - L .J. P 1102 | 01 | Account Division | | | | |
| 6. | Canon - L B P 253X | 01 | Account Division | | | | |
| 7. | Canon - L B P 253X | 01 | Account Division | | | | |
| 8. | Brother - Fax 2840 | 01 | Accountant Room | | | | |

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| 9. | Epson - LQ 2090 | 01 | Salary Room | | | | |
| 10. | LEXMARK - E 260dn | 01 | Account Division | | | | |
| 11. | Epson - LQ 2090 | 01 | Leave Division | | | | |
| 12. | OKI - Microline-5791 | 01 | Salary Room | | | | |
| 13. | HP - L. J. 1300 | 01 | Sickness Scheme | | | | |
| 14. | Lexmark - E 260dn | 01 | Salary Room | | | | |
| 15. | Samsung - ML 2851 ND | 01 | Record Room | | | | |
| 16. | Lexmark - E 260dn | 01 | Inventory Division | | | | |
| 17. | Canon - L B P 253X | 01 | Inventory Division | | | | |
| 18. | Samsung - ML 2851 ND | 01 | Leave Division | | | | |
| 19. | Canon - L B P 253X | 01 | Leave Division | | | | |
| 20. | Samsung - Pro..M3320ND | 01 | Leave Division | | | | |
| 21. | LEXMARK - MS312dn | 01 | A/O | | | | |
| 22. | LEXMARK - MS312dn | 01 | Admin Division | | | | |
| 23. | Canon - L B P 253X | 01 | Admin Division | | | | |
| 24. | Lexmark - E 260dn | 01 | Admin Division | | | | |
| 25. | Samsung - Proxpress M 3320 ND | 01 | Admin Division | | | | |
| 26. | Samsung- Pro xpress M 3320 ND | 01 | Admin Division | | | | |

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| 27. | Samsung - SF- 651P | 01 | A/S Room | | | | |
| 28. | Lexmark - E 260dn | 01 | CMOH Secretary | | | | |
| 29. | Lexmark - E 260dn | 01 | CMOH Room | | | | |
| 30. | Brother - FAX-2840 | 01 | CMOH Room | | | | |
| 31. | OKI - C332 | 01 | CMOH Room | | | | |
| 32. | Lexmark - MS 312 DN | 01 | CMOH Room | | | | |
| 33. | Lexmark - E 260dn | 01 | DCMOH Room | | | | |
| 34. | HP - Color L.J 1600 | 01 | DCMOH Room | | | | |
| 35. | Brother - FAX-2840 | 01 | C P H I | | | | |
| 36. | Lexmark - E 260dn | 01 | Project Division | | | | |
| 37. | Lexmark - E 260dn | 01 | Project Division | | | | |
| 38. | Lexmark - E 260dn | 01 | Project Division | | | | |
| 39. | HP - Color L.J 1600 | 01 | EPID | | | | |
| 40. | Lexmark - MS 312 DN | 01 | Project Division | | | | |
| 41. | Lexmark - MS 312 DN | 01 | Project Division | | | | |
| 42. | Canon - L B P 253X | 01 | Project Division | | | | |
| 43. | CANON - LBP 1210 | 01 | MCH (Maradana) | | | | |
| 44. | CANON - LBP 6680 X | 01 | MCH (Maradana) | | | | |

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| 45. | CANON - LBP 6680 X | 01 | MCH (Maradana) | | | | |
| 46. | Brother - HL 3150 DN | 01 | MCH (Maradana) | | | | |
| 47. | HP - P 1102 | 01 | MCH (Maradana) | | | | |
| 48. | Brother - HL 5450 DN | 01 | MCH (Wellawaththa) | | | | |
| 49. | Brother - HL 5450 DN | 01 | MCH (Kirula) | | | | |
| 50. | Brother - HL 5450 DN | 01 | MCH (Jinthupitiya) | | | | |
| 51. | Brother - HL 5450 DN | 01 | MCH (Bandaranayaka Mw.) | | | | |
| 52. | Brother - HL 5450 DN | 01 | MCH (Forbes Rd.) | | | | |
| 53. | Brother - HL 5450 DN | 01 | MCH (Mohideen Masjid Mw.) | | | | |
| 54. | Brother - HL 5450 DN | 01 | MCH (Maligawatta Place.) | | | | |
| 55. | Brother - HL 5450 DN | 01 | MCH (Kuppiyawatta) | | | | |
| 56. | Brother - HL 5450 DN | 01 | MCH (Borella.) | | | | |
| 57. | Brother - HL 5450 DN | 01 | MCH (Wasala Rd.) | | | | |
| 58. | Brother - HL 5450 DN | 01 | MCH (Modara.) | | | | |
| 59. | Brother - HL 5450 DN | 01 | MCH (Kirulapana) | | | | |
| 60. | Brother - HL 5450 DN | 01 | MCH ((Slave Island) | | | | |
| 61. | Brother - HL 5450 DN | 01 | MCH (New Bazaar) | | | | |
| 62. | Canon - LBP 253X | 01 | MOH-2B (Maradana) | | | | |
| 63. | Canon - L B P 253X | 01 | MOH-D1 (New Bazaar) | | | | |

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| 64. | HP - L.J. Pro 400 | 01 | MOH-D5 (Wellawatta) | | | | |
| 65. | Canon - L B P 253X | 01 | MOH-D5 (Wellawatta) | | | | |
| 66. | Samsung - SF 651P | 01 | MOH-D5 (Wellawatta) | | | | |
| 67. | Canon - L B P 253X | 01 | MOH-D5 (Wellawatta) | | | | |
| 68. | Samsung - X.M 2826ND | 01 | MOH-D4 (Chiththra Lane .) | | | | |
| 69. | Samsung - CIP 680 ND | 01 | MOH-D3 (Camble.) | | | | |
| 70. | Samsung -M3320 ND | 01 | MOH- D3 (Camble) | | | | |
| 71. | HP - P 2015 | 01 | MOH-D2 A (Jinthupiti) | | | | |
| 72. | Samsung - M3320 ND | 01 | Pest Control (Maligak) | | | | |
| 73. | Lexmark - MS 312 DN | 01 | Pest Control (Maligak) | | | | |
| 74. | HP - L.J. P 1102 | 01 | Pest Control (Maligak) | | | | |
| 75. | HP - L.J. Pro 400 | 01 | CA LAB (Maradana) | | | | |
| 76. | EPSON - LQ 2090 | 01 | CA LAB (Maradana) | | | | |
| 77. | EPSON - LQ 2070 | 01 | CA LAB (Maradana) | | | | |
| 78. | OKI - MICROLINE-5791 | 01 | CA LAB (Maradana) | | | | |
| 79. | Canon - LBP 253X | 01 | CA LAB (Maradana) | | | | |
| 80. | HP - P 1102 | 01 | CA LAB (Maradana) | | | | |
| 81. | Lexmark - MS 312 DN | 01 | CA LAB (Maradana) | | | | |

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| 82. | HP - L.J P1102 | 01 | Health Education | | | | |
| 83. | HP - L.J 1200 | 01 | Health Education | | | | |
| 84. | HP - L.J P 1102 | 01 | CM Lab (Maradana) | | | | |
| 85. | HP - L.J P 1102 | 01 | CM Lab (Maradana) | | | | |
| 86. | HP - L.J P 1102 | 01 | CM Lab (Maradana) | | | | |
| 87. | HP - L.J P 1102 | 01 | CM Lab (Maradana) | | | | |
| 88. | HP - L.J 1300 | 01 | CM Lab (Maradana) | | | | |
| 89. | EPSON - LQ- 300 + II | 01 | CM Lab (Maradana) | | | | |
| 90. | EPSON - LQ- 300 + II | 01 | CM Lab (Maradana) | | | | |
| 91. | EPSON - FX 2175 | 01 | CM Lab (Maradana) | | | | |
| 92. | EPSON - LQ- 310 | 01 | CM Lab (New Bazaar) | | | | |
| 93. | EPSON - LQ- 310 | 01 | CM Lab (New Bazaar) | | | | |
| 94. | EPSON - LQ- 310 | 01 | CM Lab (New Bazaar) | | | | |
| 95. | EPSON - LQ- 300 + II | 01 | CM Lab (New Bazaar) | | | | |
| 96. | EPSON - LQ- 300 + II | 01 | CM Lab (Kirula) | | | | |
| 97. | HP- P 1102 | 01 | CM Lab (Kirula) | | | | |
| 98. | EPSON - LQ- 300 + II | 01 | CM Lab ((Jinthupitiy) | | | | |
| 99. | EPSON - LQ- 300 + II | 01 | CM Lab ((Jinthupitiy) | | | | |
| 100. | EPSON - LQ- 300 + II | 01 | CM Lab ((Jinthupitiy) | | | | |

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| 101. | HP - L.J P1102 | 01 | CM Lab ((Jinthupitiy) | | | | |
| 102. | EPSON - LQ- 300 + II | 01 | CM Lab (Slave Island) | | | | |
| 103. | EPSON - LQ- 300 + II | 01 | CM Lab (Slave Island) | | | | |
| 104. | EPSON - LQ- 300 + II | 01 | CM Lab (Slave Island) | | | | |
| 105. | Lexmark - MS 312dn | 01 | Account Division | | | | |
| 106. | Lexmark - MS 312dn | 01 | MOH D-2A Jinthupitiya | | | | |
| 107. | HP - Color Laser Pro M254nw | 01 | DCMOH Room | | | | |
| 108. | Lexmark- MS312dn | 01 | Administration | | | | |
| 109. | Lexmark - B2236dw | 01 | Administration | | | | |
| 110. | Lexmark - MS312dn | 01 | Inventory Division | | | | |
| 111. | Canon - LBP 253x | 01 | Project Division | | | | |
| 112. | HP - Pro m254nw | 01 | Project Division | | | | |
| 113. | Lexmark -MS312dn | 01 | Account Division | | | | |
| 114. | Lexmark - MS312dn | 01 | Account Division | | | | |
| 115. | Lexmark - MS312dn | 01 | CC Room | | | | |
| 116. | Canon – LBP 214dw | 01 | MCH (maradana) | | | | |
| 117. | HP - P 1102 | 01 | CA Lab (maradana) | | | | |
| 118. | Canon - MF515x | 01 | MOH D-2 (maradana) | | | | |
| 119. | HP - LJP 1102 | 01 | CM Lab (maradana) | | | | |

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| 120. | Epson - LQ 300+11 | 01 | CM Lab (kirula) | | | | |
| 121. | Canon - G2010 | 01 | MOH D2A (Jinthupitiya) | | | | |

3. Public Health Department – UPS

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|-----|---------------------------------|-----|------------------|-----------------------------|--------|--------------------------|---|
| 1. | Kstar-650KV | 01 | Account Division | | | | |
| 2. | Kstar-650KV | 01 | Account Division | | | | |
| 3. | Pro link-650KV | 01 | Account Division | | | | |
| 4. | DCP-650KV | 01 | Account Division | | | | |
| 5. | DCP-650KV | 01 | Account Division | | | | |
| 6. | DCP-650KV | 01 | Account Division | | | | |
| 7. | Kstar-650KV | 01 | Account Division | | | | |
| 8. | DCP-650KV | 01 | Account Division | | | | |
| 9. | DIP-650KV | 01 | Salary Room | | | | |
| 10. | Pro link-650KV | 01 | Sickness Scheme | | | | |
| 11. | DCP-650KV | 01 | MA / CC Room | | | | |

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| 12. | Power Tree-650KV | 01 | Inventory Division | | | | |
| 13. | DCP-650KV | 01 | Inventory Division | | | | |
| 14. | DCP-650KV | 01 | Leave Division | | | | |
| 15. | DCP-650KV | 01 | Leave Division | | | | |
| 16. | Toyostar-1.2KV | 01 | Leave Division | | | | |
| 17. | DIP-650KV | 01 | A/O | | | | |
| 18. | DCP-650KV | 01 | Admin Division | | | | |
| 19. | Kstar-650KV | 01 | A/S Room | | | | |
| 20. | Kstar-650KV | 01 | CMOH Room | | | | |
| 21. | Kstar-650KV | 01 | DCMOH Room | | | | |
| 22. | Kstar-650KV | 01 | Project Division | | | | |
| 23. | DIP-650KV | 01 | Project Division | | | | |
| 24. | DIP-650KV | 01 | Project Division | | | | |
| 25. | Kstar-650KV | 01 | Project Division | | | | |
| 26. | DCP-650KV | 01 | Project Division | | | | |
| 27. | Kstar-650KV | 01 | Record Room | | | | |
| 28. | Sunshine-650KV | 01 | MCH (Maradana) | | | | |
| 29. | DIP-1.2KV | 01 | MCH (Maradana) | | | | |

| | | | | | | | |
|-----|-----------------|----|---------------------------|--|--|--|--|
| 30. | Tech Fine-1.2KV | 01 | MCH (Maradana) | | | | |
| 31. | Tech Fine-1.2KV | 01 | MCH (Maradana) | | | | |
| 32. | Tech Fine-1.2KV | 01 | MCH (Maradana) | | | | |
| 33. | Tech Fine-1.2KV | 01 | MCH (Wellawaththa) | | | | |
| 34. | Tech Fine-1.2KV | 01 | MCH (Kirula) | | | | |
| 35. | Tech Fine-1.2KV | 01 | MCH (Jinthupitiya) | | | | |
| 36. | Tech Fine-1.2KV | 01 | MCH (Bandaranayaka Mw.) | | | | |
| 37. | Tech Fine-1.2KV | 01 | MCH (Forbes Rd.) | | | | |
| 38. | Tech Fine-1.2KV | 01 | MCH ((Slave Island) | | | | |
| 39. | Tech Fine-1.2KV | 01 | MCH (Mohideen Masjid Mw.) | | | | |
| 40. | Tech Fine-1.2KV | 01 | MCH (Maligawatta Place.) | | | | |
| 41. | Tech Fine-1.2KV | 01 | MCH (Kuppiyawatta) | | | | |
| 42. | Tech Fine-1.2KV | 01 | MCH (Borella.) | | | | |
| 43. | Tech Fine-1.2KV | 01 | MCH (Wasala Rd.) | | | | |
| 44. | Tech Fine-1.2KV | 01 | MCH (Modara.) | | | | |
| 45. | Tech Fine-1.2KV | 01 | MCH ((Kirulapana) | | | | |
| 46. | Tech Fine-1.2KV | 01 | MCH (New Bazar) | | | | |
| 47. | DCP-650KV | 01 | Child Resource Center | | | | |

| | | | | | | | |
|-----|----------------|----|-------------------------|--|--|--|--|
| | | | (Nagaswatta) | | | | |
| 48. | DCP-650KV | 01 | C R C (Nagaswatta) | | | | |
| 49. | DCP-650KV | 01 | C R C (Nagaswatta) | | | | |
| 50. | DCP-650KV | 01 | C R C (Nagaswatta) | | | | |
| 51. | DCP-DCP | 01 | C R C (Nagaswatta) | | | | |
| 52. | DCP-650KV | 01 | C R C (Nagaswatta) | | | | |
| 53. | DCP-650KV | 01 | C R C (Nagaswatta) | | | | |
| 54. | Pro link-650KV | 01 | MOH- D5 (Wellawatta) | | | | |
| 55. | DCP-650KV | 01 | MOH- D5 (Wellawatta) | | | | |
| 56. | DCP-650KV | 01 | MOH- D5 (Wellawatta) | | | | |
| 57. | DIP-650KV | 01 | MOH-D1 (New Bazar) | | | | |
| 58. | Liebert-650KV | 01 | MOH-D1 (New Bazar) | | | | |
| 59. | DCP-650KV | 01 | MOH-D1 (New Bazar) | | | | |
| 60. | DCP-1.2KV | 01 | MOH-D3 (Camble) | | | | |
| 61. | Toyostar-650KV | 01 | MOH-D3 (Camble) | | | | |
| 62. | DCP-650KV | 01 | MOH-D2B (Maradana) | | | | |
| 63. | Kstar-650KV | 01 | MOH-D2 A (Jinthupiti) | | | | |
| 64. | Pro link-650KV | 01 | Pest Control (Maligak) | | | | |

| | | | | | | | |
|-----|------------------|----|----------------------------|--|--|--|--|
| 65. | DIP-1.2KV | 01 | CA LAB (Maradana) | | | | |
| 66. | Pro link-1.2KV | 01 | CA LAB (Maradana) | | | | |
| 67. | Toyostar-650KV | 01 | CA LAB (Maradana) | | | | |
| 68. | DIP-1.2KV | 01 | Health Education | | | | |
| 69. | SNT-1.2KV | 01 | CM LAB (Jinthupitiya) | | | | |
| 70. | DCP-650KV | 01 | C.M.O.H. | | | | |
| 71. | DCP-650KV | 01 | C.P.H.I. | | | | |
| 72. | DCP-650KV | 01 | Administration Division | | | | |
| 73. | DCP-650KV | 01 | Project Division | | | | |
| 74. | DCP-650KV | 01 | Project Division | | | | |
| 75. | DCP-650KV | 01 | Account Division | | | | |
| 76. | DCP-650KV | 01 | Account Division | | | | |
| 77. | DCP-650KV | 01 | Account Division | | | | |
| 78. | Power Tree-1.2KV | 01 | MOH D-01 (New Bazar) | | | | |
| 79. | Pro Link-1.2KV | 01 | CM Lab (maradana) | | | | |
| 80. | Toyostar-2 KV | 01 | CM Lab (maradana) | | | | |
| 81. | SANT-2 KV | 01 | CM Lab (maradana) | | | | |

| | | | | | | | |
|-----|-----------|----|----------------------|--|--|--|--|
| 82. | SANT-2 KV | 01 | CM Lab (maradana) | | | | |
| 83. | SANT-2 KV | 01 | CM Lab (maradana) | | | | |

4. Internal Audit – Desktop Computers

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|----|---------------------------------|-----|----------------|-----------------------------|--------|--------------------------|---|
| 1. | Lenovo Thinkcentre | 01 | Internal Audit | | | | |
| 2. | HP Pro 3330 | 01 | Internal Audit | | | | |
| 3. | HP Pro Desk 600G – TwR | 01 | Internal Audit | | | | |
| 4. | HP Pro 600G | 01 | Internal Audit | | | | |
| 5. | Pro 5700 | 01 | Internal Audit | | | | |

4. Internal Audit – Printers

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|----|---------------------------------|-----|----------------|-----------------------------|--------|--------------------------|---|
| 1. | Epson LQ – 2080 | 01 | Internal Audit | | | | |
| 2. | HP Laser Jet CP | 01 | Internal Audit | | | | |

| | | | | | | | |
|----|----------------------|----|----------------|--|--|--|--|
| | 1520n Color | | | | | | |
| 3. | Brother Fax 2840 | 01 | Internal Audit | | | | |
| 4. | Brother HL – L2360DN | 01 | Internal Audit | | | | |
| 5. | Lexmark MS312dn | 01 | Internal Audit | | | | |

5. Central Procurement Department – Desktop Computers

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|----|---------------------------------|-----|------------------------------|-----------------------------|--------|--------------------------|---|
| 1. | Dell | 08 | Central Procurement Dept. | | | | |
| 2. | HP Pro | 07 | Central Procurement Dept. | | | | |
| 3. | Asus | 02 | Central Procurement Dept. | | | | |
| 4. | Samsung | 01 | Central Procurement Dept. | | | | |
| 5. | E-wis | 02 | Central Procurement Dept. | | | | |

6. Central Procurement Department – Printers

| No | Description Brand/Make/Model | QTY | Location | Unit Price (Without Tax) | Vat 8% | Unit Price (With Tax) | Total Price for 03 Years (With Tax) |
|----|---------------------------------|-----|----------|-----------------------------|--------|--------------------------|---|
|----|---------------------------------|-----|----------|-----------------------------|--------|--------------------------|---|

| | | | | | | | |
|----|----------------------------|----|---------------------------|--|--|--|--|
| 1. | HP Laser Jet Pro 200 | 01 | Central Procurement Dept. | | | | |
| 2. | HP color Laser Jet cp 2025 | 01 | Central Procurement Dept. | | | | |
| 3. | HP Laser Jet 2015 | 02 | Central Procurement Dept. | | | | |
| 4. | Cannon | 02 | Central Procurement Dept. | | | | |
| 5. | Lexmark E 260 dn | 04 | Central Procurement Dept. | | | | |
| 6. | Samsung ML 3310 ND | 01 | Central Procurement Dept. | | | | |
| 7. | Samsung ML 2851 ND | 02 | Central Procurement Dept. | | | | |
| 8. | Dot Matrix (Epson) LQ 2090 | 03 | Central Procurement Dept. | | | | |
| 9. | Dot Matrix (OKI) | 01 | Central Procurement Dept. | | | | |

Note: Tenderer/Bidder should be dully filled, signed and forwarded this price schedule with the tender. Otherwise tender/bid will be rejected without giving any reason whatsoever.

I/We agree and bind myself/ourselves that the price (rate) given in this tender/bid is valid for acceptance for a period of **Three Years** from the date of closing of tender and the quoted price (rate) will firm and not subject to adjustment, not can it be withdrawn after closing of the tender/bid and to supply, delivery and pile the materials at the CMC stores at the rate quoted by me/us and according to the specification given, on receipt of an official order issued by the Chief Accountant (Procurement) of the CMC.

Company VAT Reg. No.:.....

Signature & Seal of the Firm
Date

NAME IN BLOCK CAPITALS:-.....

ADDRESS

:-.....
.....

WITNESSES

Signature:

Name in Block Capitals:

Address:

Date:

Signature:

Name in Block Capitals:

Address:

Date:

Important

- i. The Price Should be in Sri Lankan currency rupees.
- ii. Price should be filled up in according to the above format. Otherwise the offer will be rejected
- iii. The price shall be valid for 03 Years period from the date of commencing the award.

I agree that the price given in this tender is valid for acceptance for a period of **03 years** from the date of closing of Tender and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the tender.

.....
SIGNATURE OF TENDER / BIDDER,
AND SEAL OF THE FIRM.

NAME OF SIGNATORY BLOCK CAPITALS:

.....
.....
.....
.....

ADDRESS: -

.....
.....
.....
.....
.....

WITNESSES:

(1) Signature:

.....
.....

Name in Block Capitals:

.....
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Address:.....

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.....
.....

(2) Signature:.....

.....

Name in Block Capitals:

.....
.....
.....
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Address:.....
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PART IV

COMMON TO ALL TENDERERS / BIDDERS

1. Tenderers / Bidders should be registered as Computer service suppliers business / company in Democratic Socialist Republic of Sri Lanka and should satisfy the Municipal Council as regards their ability to supply requested goods and services. Tenders/ Bidders shall authorize certificate to service computers, printers, fax and UPS under the relevant local authorities.
2. Brochures, Catalogues have a Specification should be provided if requested with the Tenders.
3. Tender Security Shall be (Bid Bond/Bank Guarantee) obtained in favor of the Municipal Commissioner to the value of **Rs. 10,000.00 (Rs. Ten thousand)** only, valid for **150 days** (One Hundred Fifty days) from the closing date of tender should be provided along with the Tender. Tender Security (Bid Bond/Bank Guarantee) should be obtained only from a recognized Bank accepted by the Central Bank of Sri Lanka under Banking Act No.: 30 of 1988. Tender / Bid security shall be submitted according to the format given. Tender / Bid Security format is attached. `
4. Tenders should be forwarded in Original with Duplicate. Both copies of the Tender should be signed and sealed by the Tenderer and enclose in separate Envelops and Seal, each should be marked **“ORIGINAL” and “DUPLICATE”** and the Name of the Tender Item and Closing Date and address to **the “Municipal Commissioner”, Colombo Municipal Council, Town Hall, Colombo 07.**

Thereafter Both ORIGINAL and DUPLICATE should be enclosed in one envelop and sealed and mark the Name of The Tendered item to be supplied on top left hand corner and Closing Date and address to Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07.

5. Tenderer's Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelope. Identifying the name of the Tenderer / Bidder with change the tender to be invalid.
6. The duly perfected Tenders should be deposited in the Tender Box kept in the Municipal Secretary's Department, Town Hall, Colombo 07, before closing as per time and date published in the Press Notice/ Colombo Municipal Council web site ‘
7. Tenderers or their authorized representatives are allowed to be present at the time of opening of the Tenders.
8. The tendered/ bided prices should be kept valid for acceptance for a period of **03 years** from the date of closing Tenders. The prices quoted shall be firm and not subject to adjustment for any reason and no tenders can be withdrawn after the closing of Tenders.
9. Tender Securities (Bid Bond/Bank Guarantee) will be returned as promptly as possible after the letter of award is given and enter into an agreement together the with a performance bond. Unsuccessful tenderer's Tender Security (Bid Bond/Bank Guarantee) will be released after the said award.
10. Immediately after the receipt of the Letter of Award (at least 07 days) the Tenderer should submit a guarantee from a Bank mentioned under No. 03 above for an amount equivalent to **10% of the contract value in** form of a Performance Bond or a Bank Guarantee obtained in favor of the Municipal Commissioner in the Tendered Currency, with a letter of acceptance and enter into an agreement with the Colombo Municipal Council for the due and satisfactory performance of the contract. The Tenderer should bear the cost of stamps if any that should be affixed to the Contract and the Legal Charges. Relevant Legal Charges list is attached for the reference
11. Performance Bond shall ensure the completion of all obligations under the contract and the aforesaid Performance BOND shall be valid for **thirty seven Months (37 months)** payable on demand at Colombo.
12. Failure to provide the Performance Bond within the specified time shall be a cause for cancellation of the award and forfeiture the Tender Security (Bid Bond).
13. The Tenderer should supply the Items strictly in accordance with the specification and/or samples.
14. **The Council shall have the right and authority not to order all the items at one time but to place orders partly from time to time as and when necessary and payment will be made accordingly. The tenderer is not entitled to increase or revise the rate or rates quoted at time of tendering, for four months from the date of the letter of award.**

15. Under the Extraordinary Gazette No. 1530/13 dated 01.01.2008 all payments of Rs.25,000/- and above will be subjected to a Stamp Duty of Rs. 25/-.
16. Alternative offers are not to be allowed
17. Tender's compliance column of the specification form should be filled by the tenderer. additionally, the Tenderer should submit printed literature/ catalogues to support the specifications as offered in the Tender.
18. Tender opening shall Take place at Colombo Municipal Council Municipal Secretary Department on **15.02.2022 at 10.00 A.M.**
18. If samples were called for the Goods, the supplies should be in accordance with the samples, if not specified otherwise or agreed on accepted reasons.
19. The Colombo Municipal Council reserves the right to accept or reject any tender or part thereof without giving any reason whatsoever.

PART V

Delivery & Payment Condition

1. The Service should be provided once in 03 months in a year without prior notice.
2. Repairs should be made within the relevant machinery department at all times except in emergencies, and the security of the components and data within them should be protected.
3. If the equipment is being taken out of the department for repairs, the repairs should be completed and handed over within 3 days.
4. Arrive at the relevant place for repairs within 2 hours after telephone notification or email notification. A technical officer from the service provider should be appointed to report problems and contact telephone numbers.
5. If value added tax or other tax is levied along with the fee, it should be mentioned and the registration number and relevant documents should be submitted.
6. The money will be banked after the repair of service is completed and the required documents are completed.
7. Institutional information, staff information, information records of government agencies currently providing services should be submitted.
8. No advance payment shall be made for any purpose unless otherwise specified or agreed.
9. Payments will be made only after receiving the "Quality Report" from any other for the quantities/ Service and certificate for quality from the technical person, or any officer Colombo Municipal Council.

PART VI**Required other documents Power of attorney to the signature by the authorized person of the respective company / Institution**

1. Business/ Company registration
2. If registered for vat copy of the vat registration
3. Any other documents

PART VII**Tender Submission Form**

Municipal Commissioner,
Colombo Municipal Council,
Town Hall,
Colombo 07.

TENDER FOR MAINTENANCE OF DESKTOP COMPUTERS, PRINTERS, UPS, FAX MACHINES & PHOTOCOPY MACHINES

I/We the undersigned having read and fully acquainted myself/ourselves with the contents of the “Information and Instructions to Tenderers and Terms and Conditions of the Tender” pertaining to the above Tender, along with Schedules attached. Thereto, do hereby undertake to service referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions. The makeup of the aforesaid total Tender Price is given in the accompanying Price Schedules.

2. I/We confirm that this offer shall be open for acceptance until **03 years** from the date of closing tender / bid it will not be withdrawn or revoked prior to that date.
3. I/We attach hereto the following documents as part of my/our Tender / Bid.
 - i. Price Schedules.
 - ii. Registration document of company/ Business
 - iii. Copy of vat registered if registered
 - iv. Tender security (Bid Bond).
 - v. Any other documents shall be submitted according to the condition & requirements of the Tender document.
4. I/We understand that the Council is not bound to accept the lowest Tender and that the Council reserves the right to reject any or all tenders or to accept any part of a Tender without assigning any reasons therefore.

5. We undertake to adhere to the Delivery Schedule attached.

6. My/Our Bank Reference is as follows;

.....
.....

Name of Tenderer :

Address :
.....

Telephone :

Fax :

E-mail :

VAT Reg. No. :

Date:

.....

Signature of the Tenderer & Seal of the Firm

By Order,

MUNICIPAL COMMISSIONER

Colombo Municipal Council
Town Hall
Colombo 07.

Very Important

**According to the Standard By-Laws of Colombo Municipal Council of the
Extraordinary Gazette Notification No.2245/30 dated 17.09.2021
(Local Authorities (Standard By-Laws) Act no 6 of 1952 -Extraordinary Gazette
Notification No.541/17 dated 20.01.1989)**

Following details shall be read carefully as per the Part V of the by law.

TENDERER'S Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelop, identifying the name of the Tenderer with change the tender to be invalid. (Please see I.T.T. 22.2 (C) of Tender data sheet II

1. Bid Bond/Bid Security

[Note: the purchaser is required to fill the information marked as “*” and delete this note prior to selling of the tender document]

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency’s name, and address of issuing branch or office] -----

***Beneficiary:** Municipal Commissioner, Colombo Municipal Council.

Date: ----- [insert (by issuing agency) date]

TENDER/BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Tenderer; if a joint venture, list complete legal names of partners] (hereinafter called "the Tenderer/Bidder ") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Tender/Bid") for the supply of [insert name of Supplier] under Invitation for Tenders/Bids No. ----- [insert IFT number] (“the IFT”).

Furthermore, we understand that, according to your conditions, Tenders/Bids must be supported by a Tender/Bid Guarantee.

At the request of the Tenderer/Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- - [insert amount in figures] ----- [insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer/Bidder is in breach of its obligation(s) under the tender conditions, because the Tenderer/Bidder:

- (a) has withdrawn its Tender/Bid during the period of tender validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers/Bidders (hereinafter “the ITT/ITB”); or
- (c) having been notified of the acceptance of its Tender/Bid by the Purchaser during the period of tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITT/ITB.

This Guarantee shall expire: (a) if the Tenderer/Bidder is the successful Tenderer/Bidder, upon our receipt of copies of the Contract signed by the Tenderer/Bidder and of the Performance Security issued to you by the Tenderer; or (b) if the Tenderer/Bidder is not the successful Tenderer/Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer/Bidder that the Tenderer/Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]

2. Performance Security

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----
 ----- * **Beneficiary:** Municipal Commissioner, Colombo Municipal Council

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.... [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

 [signature(s)]

Bank Details

| NAME OF THE COMPANY | BANK DETAILS | | | | | | TELEPHONE NUMBER | MOBILE NUMBER | E - MAIL ADDRESS |
|---------------------|---------------------|-----------|-----------|-------------|-------------|---------------------|------------------|---------------|------------------|
| | NAME IN THE ACCOUNT | BANK NAME | BANK CODE | BRANCH NAME | BRANCH CODE | BANK ACCOUNT NUMBER | | | |
| | | | | | | | | | |

Certified above details are correct according to the Company / Partners/ proprietor details.

- Certified bank statement copy must be attached with bank details.

.....
 Authorized Signature
 Director/ Partners/ proprietor